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18 June 1962

MEMORANDUM FOR: DD(PPS)
DD(IOUS)
Division Chiefs
Staff Chiefs
Executive Staff

SUBJECT : Data for Annual Report

1. The Annual Report of the Office of Security for the Fiscal Year 1962 (July 1961 - June 1962) will be submitted to the Deputy Director (Support) in July. Material as described below is necessary in order to compile the report.

2. Each Division and Staff Chief and each Special Assistant, Executive Staff is requested to submit in duplicate, through channels, the following information:

a. Brief statements of specific noteworthy accomplishments implemented during FY-1962. Lengthy narratives are not desired.

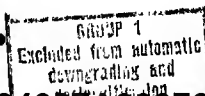
b. Statements identifying any present or potential problem areas.

3. In addition to the above, the following information is required for budget submittal:

a. Concise half-page statements of major objectives for Fiscal Year 1963 and Fiscal Year 1964. If objectives for both of these forthcoming periods are generally identical, they may be combined into a single statement by each contributor.

4. Deputy Directors are requested to review the submittals of their Division Chiefs and to contribute items in the three categories mentioned above which might be outside the knowledge of the Division Chiefs.

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5. Copies of the accomplishments which were included in the Report for Fiscal Year (July 1960 - June 1961) are attached for guidance in substance and format.

6. The requested statements of present and potential problem areas and the statements of major objectives for FY-63 and FY-64 should each be separately identified as such in the format.

7. The information requested above must be submitted to the Executive Officer by the COB 16 July 1962. Negative reports, if appropriate, are required.

FOR THE DIRECTOR OF SECURITY:



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Executive Officer

Attachment: As stated

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